

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post AMCONGEN GUAYAQUIL	2. Agency DEPARTMENT OF STATE	3a. Position Number 97333333
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	CONSULAR ASSOCIATE	FP-7		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee VACANT
8. Office / Section US CONSULATE GENERAL	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position XXX _____ Printed Name of Employee _____ Signature of employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position XXXX _____ Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position XXXX _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. XXX _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)
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13. Basic Function of Position

Incumbent is responsible for performing routine and emergency services for U.S. citizens, including the acceptance of passport and birth abroad applications, performing notarial services, and managing welfare and whereabouts, repatriation, and death cases. The incumbent will act as a backup to the biometric assistants as needed.

14. Major Duties and Responsibilities

Provide routine services to U.S. citizens, including accepting passport and CRBA applications and providing notarial services.

55%

Perform special citizenship services, including prison visits, welfare and whereabouts cases, repatriation cases, death cases, and other services as needed.

35%

Serve as backup biometric assistant by collecting fingerprints for visa applicants.

10%

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

15. Desired Qualifications

- a. **Education:** Completion of high school is required.
- b. **Prior Work Experience:** None
- c. **Post Entry Training:** PC530 - Basic Consular Course
- d. **Language Proficiency:** Spanish (FSI Level 1 speaking/reading), English (FSI Level 4 speaking/reading).
- e. **Knowledge:** Knowledge of 9FAM, INA, Consular SOP's. Basic knowledge of information systems.
- f. **Skills and Abilities:** Customer service. Ability to obtain a secret security clearance

16. Position Elements

- a. **Supervision Received:** Rater is Vice Consul; Reviewer is Visa Section Chief.
- b. **Available Guidelines:** Consular Support Desk, CA manuals, SOPS and guidelines.
- c. **Exercise of Judgment:** Incumbent must make decisions regarding identity of applicant, proper reading of fingerprints, waiving fingerprint requirement according to guidelines and being aware of border security requirements.
- d. **Authority to Make Commitments:** None.
- e. **Nature, Level, and Purpose of Contacts:** Contact with systems personnel and CSD support desk for smooth operation of fingerprinting scanning operation.
- f. **Supervision Exercised:** None.
- g. **Time Required to Perform Full Range of Duties after entry into the Position:** Two months.